



## RIDOT POLICY

**DATE:** March 21, 2005

**REFERENCE:** Return from Maternity  
Leave Transitional  
Work Policy

(S) James R. Capaldi

James R. Capaldi, PE  
Director of Transportation

### **Policy Statement:**

It shall be the policy of this Department to allow employees who wish to return to duty early from maternity leave to work reduced hours. Employees who return to duty within their twelve months maternity leave may be permitted to work a reduced schedule of not less than twenty-one (21) hours per week for the remainder of said twelve months unless such a request substantially interferes with the efficiency of Agency operation. *For example, if an employee returns to duty after three (3) months leave, she may work a part-time schedule for the remaining nine (9) consecutive months.* In no respect shall the one-year leave be exceeded and the employee is expected to return immediately to her full time assignment by the end of the available twelve-month maternity leave.

All requests for such part-time schedules must be made in writing to the Administrator, Office of Human Resources, Room 214, Two Capitol Hill, Providence, RI 02903 with a copy to their appropriate Division Administrator. Authorization must be received at least two (2) weeks prior to the start of part-time leave. An employee working a reduced hours schedule may return to full-time work at any time prior the expiration of the one-year period with at least a seven (7) written day notice.

This Policy shall not negate, modify or otherwise alter any rights under any labor contract, the State Personnel Rules, Federal law or the Rhode Island General Laws.

Questions may be directed to the staff of the Office of Human Resources at the above address or by calling 222-2572.